

HONORARY AWARDS QUICK REFERENCE
FY03 SECOND QUARTER
AWARDS CALL

The Second Quarter Award Call will be issued by the HRD the first week in January and will contain awards known to be due NLT 15 March. The Quarterly Call will contain a brief description of the award and a date the nomination must reach HRD to assure processing in time to reach the sponsoring organization. Approximate due dates are shown in this guide. Nomination packages and criteria for each award may be obtained from the HRD Home Page at www.nawcad.navy.mil/nawcad/HRO.

<u>AWARD</u>	<u>APPROVAL PROCESS</u> <u>AD/ECHELON 3</u>	<u>NAVAIR</u>
Eugene G. Fubini Award 1 February	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX DARP	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX DARP
Award for Outstanding Work and Family Programs Award 3 February	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX DARP	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX DARP
Naval Aviation's Outstanding Achievement Awards 10 February	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
William A. Jump Memorial Award 10 February	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX DARP	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX DARP
The Maryland Chapter of the Society for Public Administration (Marylander's Only) 10 February	CM Level 1 HRD AREA COMMANDER HRD	Air CM Level 1/designee HRD COMNAVAIRSYSCOM HRD

DoD Distinguished Civilian Service
Award
15 March

CM Level 1
Local HRD/PAX HRD for AD
AREA COMMANDER
HRD-PAX
Air CM Level 1/designee
COMNAVAIRSYSCOM
HRD-PAX
DARP

Air CM Level 1/designee
HRD-PAX
COMNAVAIRSYSCOM
HRD-PAX
DARP

Dr. Arthur Bisson Prize for Naval
Technology Achievements
13 February

CM Level 1
Local HRD/PAX HRD for AD
AREA COMMANDER
HRD-PAX
Air CM Level 1/designee
COMNAVAIRSYSCOM
HRD-PAX
CNO

Air CM Level 1/designee
HRD-PAX
COMNAVAIRSYSCOM
HRD-PAX
CNO

Nathaniel Stinson Equal Employment
Opportunity Award
15 February

CM Level 1
Local HRD/PAX HRD for AD
AREA COMMANDER
HRD-PAX
Air CM Level 1/designee
COMNAVAIRSYSCOM
HRD-PAX
DARP

Air CM Level 1/designee
HRD-PAX
COMNAVAIRSYSCOM
HRD-PAX
DARP

Interagency Committee on Information
Resources Management (IAC/IRM)
1 March

CM Level 1
Local HRD/PAX HRD for AD
AREA COMMANDER
HRD-PAX
Air CM Level 1/designee
COMNAVAIRSYSCOM
HRD-PAX

Air CM Level 1/designee
HRD-PAX
COMNAVAIRSYSCOM
HRD-PAX

Laura Barbour Air Safety Award
1 March

CM Level 1
Local HRD/PAX HRD for AD
AREA COMMANDER
HRD-PAX
Air CM Level 1/designee
COMNAVAIRSYSCOM
HRD-PAX

Air CM Level 1/designee
HRD-PAX
COMNAVAIRSYSCOM
HRD-PAX

Baltimore Federal Executive Board
Federal Agency Equal Employment
Opportunity Annual Award
(Baltimore area only)
15 March

CM Level 1
Local HRD/PAX HRD for AD

Air CM Level 1/designee
HRD-PAX

Admiral Stan Arthur Awards for
Logistics Excellence
15 March

CM Level 1
Local HRD/PAX HRD for AD
AREA COMMANDER
Air CM Level 1/designee
COMNAVAIRSYSCOM
HRD-PAX

Air CM Level 1/designee
HRD-PAX
COMNAVAIRSYSCOM
HRD-PAX

ANA Edward H. Heinemann Award 15 February	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
OPM Director's Award for Outstanding Employee Health Services Programs 30 March	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
Secretary of Defense Team Excellence Award 30 March	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
OPM Director's Award for Outstanding Alternative Dispute Resolution Programs 15 March	CM Level 1 Local HRD/PAX HRD for AD	Air CM Level 1/designee HRD - PAX
Under Secretary of Defense (Comptroller) Financial Management Awards Program 1 February	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
Senior Executive Association/Professional Development League Executive Excellence Awards (SES) 1 March	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
Secretary of Defense Community Drug Awareness Award 2 March	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX DARP SECNAV	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX

Michael G. Simodejka Outstanding Logistics Manager/Team of the Year Award (PAX River & Lakehurst only) 10 April	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
Daedalians Award 15 February	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
Patuxent River Federal Women's Program 1 February	CM Level 1 Local HRD/PAX HRD for AD EEO HRD-PAX	Air CM Level 1/designee HRD-PAX EEO - PAX HRD-PAX
Federal Asian/Pacific American Council Outstanding Achievement Award (CIVILIAN) 27 February	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
Women of Color 12 April	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
The IDA USTAD Award for Excellence in Acquisition (1102 Series Employees Only) 2 April	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
Revolution in Business Affairs [RBA] "Beacon" Award See Award Info	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX DARP SECNAV	Air CM Level 1/designee HRD – PAX COMNAVAIRSYSCOM HRD-PAX
FY02 Annual Energy Report and Award Submission 2 February	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD – PAX	Air CM Level 1/designee HRD – PAX COMNAVAIRSYSCOM HRD – PAX

CIVILIAN SERVICE AWARDS QUICK REFERENCE

Civilian Service Award nomination packages must include a resume, narrative justification, citation and a draft letter granting the award. A disk containing all elements must be included. Sample nomination packages may be obtained from .

Nominations may be submitted at any time (employee's must receive lesser recognition before receiving the higher, i.e., receive the Meritorious Civilian Service Award before being nominated for the Superior Civilian Service Award).

PAX HRD will provide medals and certificates for the Navy Meritorious Civilian Service Award (AD and NAVAIR only) and for all Navy Superior Civilian Service Awards.

<u>AWARD</u>	<u>APPROVAL PROCESS</u>	
	<u>AD/ECHOLON 3</u>	<u>NAVAIR</u>
Navy Meritorious Civilian Service Award	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER Local HRD	Air CM Level 1/designee HRD-PAX
Navy Superior Civilian Service Award	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX
Navy Distinguished Civilian Service Award	CM Level 1 Local HRD/PAX HRD for AD AREA COMMANDER HRD-PAX Air CM Level 1/designee COMNAVAIRSYSCOM HRD-PAX *DARP SECNAV HRD-PAX	Air CM Level 1/designee HRD-PAX COMNAVAIRSYSCOM HRD-PAX DARP SECNAV HRD- PAX

*DARP = Department of Navy Awards Review Panel
SECNAV = Secretary of the Navy

BRIEF INFORMATION ON
QUARTERLY AWARDS
2nd QUARTER

UNDER SECRETARY OF DEFENSE (COMPTROLLER) FINANCIAL MANAGEMENT AWARDS PROGRAM

To recognize military and civilian employees for outstanding contributions to the improvement of Department of Defense (DoD) financial management. (Due to HRD 2/1)

SENIOR EXECUTIVE ASSOCIATION/PROFESSIONAL DEVELOPMENT LEAUGE EXECUTIVE EXCELLENCE AWARDS (SES)(DUE DATE CHANGE)**

All career Senior Executive Service and equivalent rank employees (e.g., super-grades, GS/GM 16-18, peer groups) in the federal government are eligible. This awards program recognizes career federal executives who have made significant contributions to improving the efficiency, effectiveness and productivity of the federal government, as well as those whose performance has improved the image of the career SES and federal executive services. There are 2 categories associated with this award: Executive Achievement and Distinguished Executive Service Award. (Due to HRD 3/1)

EUGENE G. FUBINI AWARD

This award is established to recognize an individual from the private sector who has made highly significant contributions to the Department of Defense in an advisory capacity over a sustained period. (Due to HRD 2/9)

MICHAEL G. SIMODEJKA OUTSTANDING LOGISTICS MANAGER/TEAM OF THE YEAR AWARD PATUXENT RIVER & LAKEHURST, NJ ONLY

To recognize Logistics Manger of the Year or Logistics Team of the Year for NAWC-AD, 3.0 whose efforts epitomize logistics professionalism and excellence. (Due to HRD by 10 April)

OPM DIRECTOR'S AWARD FOR OUTSTANDING ALTERNATIVE DISPUTE RESOLUTION PROGRAMS

The OPM Director's Award for Outstanding Alternative Dispute Resolution (ADR) Programs is intended to recognize those Federal organizations that are providing innovative and effective ADR programs; Encourage the establishment and improvement of highly effective ADR programs throughout the Government; and Publicize exemplary ADR programs so they may serve as models for other Federal agencies. (Due to HRD 3/30)

COMPETITION AND PROCUREMENT EXCELLENCE AWARDS PROGRAM

Individuals and teams nominated should have made significantly greater contributions than normally would be expected of them in their particular assignments. Primary judging criteria for selecting winners are (1) promoting and achieving competition, and (2) cost savings and cost avoidance in Navy and Marine Corps procurement. (Due to HRD 2/1)

AWARD FOR OUTSTANDING WORK AND FAMILY PROGRAMS

Nominations are for those programs designed for and offered to employees to enable them to balance work and family responsibilities. These include childcare and adult dependent care services and various personnel system flexibilities such as alternative work schedules, part-time employment/job sharing, and Telecommuting. These also include leave programs such as the Federal leave system, leave sharing, leave banks, leave for medical and family responsibilities, sick leave to care for a sick family member, and leave for adoption and bone marrow or organ donations. (Due to HRD 2/3)

ANA OUTSTANDING ACHIEVEMENT AWARD

This award deals with various areas in Aviation, (i.e. Maritime Patrol Aviation, Tactical Aviation, etc.) Refer to Criteria for each area. (Due to HRD 2/10)

WILLIAM A. JUMP MEMORIAL AWARD

Recognizes an individual for his/her outstanding service in administration and notable contributions to the efficiency and quality of the public service. Public administration includes personnel administration, budgetary and financial administration, administrative analysis, all management and administrative planning activities, and the executive planning and direction of programs. (Due to HRD 2/10)

MARYLAND CHAPTER OF THE AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

This award consists of 3 separate awards - Janet L. Hoffman Award for outstanding local service; Charles Mathias, Jr., Award for outstanding state service, and the Clifford R. Gross Award for outstanding Federal Service. Nominees must be individuals who have made a significant contribution to the public administration by an outstanding accomplishment or by sustained high-quality performance. Additionally, nominees must either live or work in Maryland.

DOD DISTINGUISHED CIVILIAN SERVICE AWARD

This is the highest award that may be bestowed upon a DoD Civilian employee. The Civilian Employee should also have already received the Navy Distinguished Civilian Service Award.
(See nomination package) (Due to HRD 3/15)

DR. ARTHUR E. BISSON PRIZE FOR NAVAL TECHNOLOGY ACHIEVEMENT

This award is granted annually to current or former Department of the Navy scientist, engineer, or S&T program manager whose program best exemplifies the qualities of Dr. Bisson's achievement, by having a significant, direct transitional impact from S&T to Naval Operations or systems in the previous year. Such impact shall be so outstanding as to be widely recognized in the Department of the Navy and the relevant technical community nationally. While the impact must have been realized in the year prior to nomination, it is recognized that the efforts leading to transition may have been ongoing for many years. (Due to HRD 2/13)

DAEDALIANS AWARD

This award is presented every three (3) years for the most outstanding weapon system developed by the Air Force. The award is made on rotating basis to the Army, Navy, and the Air Force, in that order. When a call for nominations for the Navy is requested, nominations will be due to HRD NLT 2/15

NATHANIEL STINSON EQUAL EMPLOYMENT OPPORTUNITY AWARDS

The purpose of this award is to recognize and publicize the exemplary achievements of commands and activities in implementing the Department of the Navy (DoN) civilian human resource policies and objectives. The program also serves to heighten awareness to our Navy-wide equal employment efforts and perhaps most importantly reflects DoN's belief that recognizing and supporting diversity is instrumental to good government and a productive work force. (Due to HRD 3/30)

INTERAGENCY COMMITTEE ON INFORMATION RESOURCES MANAGEMENT (IAC/IRM)

This award annually recognizes Federal Government employees who have made significant contributions in the information resources management field during the past year. There are six (6) categories associated with this award. (Due to HRD 3/1)

LAURA TABER BARBOUR AIR SAFETY AWARD

To recognize notable achievement in the field of aviation safety-civil or military-in method, design, invention, study or other improvement. Emphasis should be placed on original and remarkable contributions and personal effort beyond normal duty requirements. (Due to HRD 3/1)

ST MARY'S COUNTY COMMISSION FOR WOMEN

For women who are currently participating in or contributing to defining women's lives and/or who have made outstanding accomplishments in an essential part of women's history in St. Mary's County. These criteria are based on accomplishments beyond regular work expectations.
(Due to HRD 3/15)

SECRETARY OF DEFENSE COMMUNITY DRUG AWARENESS AWARD

Commanding Officers may nominate outstanding programs that civilian Drug Program Coordinators have organized and managed which promote drug demand reduction. This award was designed to promote community drug awareness in each of the Military Services, Defense Agencies and the National Guard Bureau. (Due to HRD NLT 3/2)

BALTIMORE FEDERAL EXECUTIVE BOARD FEDERAL EEO ANNUAL AWARD

This award is to recognize either civilian or military who has displayed outstanding commitment to the EEO program, through exceptional service or contributions during the past year. Nomination should be based on achievements and/or contributions of exemplary merit in exercising initiative and willingness in serving, planning, promoting, and executing activities that have a positive impact on the EEO Program, Affirmative Action Program (AAP) and Complaint Resolution. Establishing and maintaining Upward Mobility Programs that identify and assist employees who are members of affected groups. (Due to HRD 3/15)

ADM STAN ARTHUR AWARDS FOR LOGISTICS EXCELLENCE

This award consist of 3 Categories with the intent to recognize individuals and teams whose contributions, suggestions, and performance have measurably supported the logistics mission of the Navy, promoted innovative ideas and concepts resulting in substantial tangible and intangible benefits to the Navy, and enhanced the logistics profession. (Due to HRD 3/15)

EDWARD H. HEINEMANN AWARD

Recipients must be in the employ of the Naval Air Systems Command Headquarters, or a field activity, either military or civil service. Presented annually to the individual or individuals who contributed the most toward improvement of the design and/or performance of an aircraft or related weapon system. (Due to HRD 2/15)

OPM DIRECTOR'S AWARD FOR OUTSTANDING EMPLOYEE HEALTH SERVICES PROGRAMS

To recognize those Federal organizations, which are providing exemplary employee health services programs for their employees, including such programs in the areas of physical fitness, health promotion/disease prevention interventions, health education and awareness, employee assistance, and other programs related to improving and/or maintaining employee health. (Due to HRD 3/30)

SECRETARY OF DEFENSE TEAM EXCELLENCE AWARD

The Secretary of Defense Team Excellence Award recognizes outstanding team performance and shares best practices within the DoD. It promotes systematic approaches to enhance mission capability, improve operations performance, and ensure sustained results. Only teams that have completed a process improvement effort after 1 Oct 95 are eligible to submit an application.

PATUXENT RIVER FEDERAL WOMEN'S PROGRAM AWARD

The award is designed to recognize an individual and/or organization that is outstanding in their support of the Federal Women's Program. (Due to HRD 2/1)

REVOLUTION IN BUSINESS AFFAIRS [RBA] "BEACON" AWARD

To announce the establishment of "The Department of the Navy [DON] Revolution in Business Affairs Beacon Award" to recognize formally Navy and Marine Corps personnel and qualifications that make outstanding contributions toward achieving the DoN Business Vision and Goals. (See Nomination package for due date(s)).

FEDERAL ASIAN/PACIFIC AMERICAN COUNCIL OUTSTANDING ACHIEVEMENT AWARD (CIVILIAN)

To recognize individuals who have made significant contributions to the advancement of Asian Pacific Americans (APAs) and the promotion of Diversity/EEO in the Federal work force and the APA community. (Nominations Due to HRD 2/27)

WOMEN OF COLOR

This award consists of 11 different categories recognizing the superior achievements of minority women. Recognizing the accomplishments of women leaders in the fields of math, science, technology, and engineering. Nominations are to be submitted in a "Three Ring Binder" and "Protector Sheets", and a copy (without binder for HRD Records) NLT 12 April to HRD.

THE IDA USTAD AWARD FOR EXCELLENCE IN ACQUISITION (1102 SERIES EMPLOYEES ONLY)

This is an annual \$5000 award sponsored by the General Services Administration (GSA) recognizing an individual government employee whose actions demonstrate or embody the concept of "contract specialist as business leader/advisor. *Follow the submission instructions within the criteria with a hard copy to HRD NLT 4/2*

AWARDS GIVEN ANY TIME:

Department of the Navy Meritorious Civilian Service Award

Department of the Navy Superior Civilian Service Award

Department of the Navy Distinguished Civilian Service Award

Naval Air Warfare Center Air Craft Division Area Commanders Award – Please refer to the INSTRUCTIONS for additional information or contact EntzmingerK@navair.navy.mil . 301-342-6862